

# **Foothill Transit Executive Board**

## **MINUTES**

The special meeting of the Foothill Transit Executive Board was held Friday, April 20, 2007 at the Foothill Transit Board Room, 1<sup>st</sup> Floor, 100 North Barranca Avenue, West Covina.

Vice President Lantz called the meeting to order at 8:06 a.m. The following members were present, constituting a quorum of the Executive Board:

Paula Lantz, Vice President  
Peggy Delach  
John Fasana  
Lola Storing

Staff and Guests present:

Doran Barnes, Executive Director  
Kevin McDonald, Deputy Executive Director  
Darold Pieper, General Counsel  
Peter Papadakis, Deputy Secretary

### **Pledge of Allegiance**

Vice President Lantz led those present in the Pledge of Allegiance.

### **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 23, 2007**

The regular meeting minutes of March 23, 2007 were approved as submitted.

Motion:	Member Storing, seconded by Member Delach
Vote:	Duly carried

### **PUBLIC COMMENT**

There was none.

## **PRESENTATIONS:**

### **Contractor's Operator of the Month Awards**

Jim Andrews, Interim Manager, introduced and recognized the following awardee:  
John Burton, Operator of the Month, Pomona First Transit

### **Contractor's Operator of the Month Awards**

Jeff Moore introduced and recognized the following awardee:  
Rodolfo Castaneda, Operator of the Month, Irwindale/Arcadia First Transit

### **Introduction of New and Promoted Staff**

Executive Director Barnes introduced the following new and promoted Foothill Transit employees: Jon House, Operations Analyst, John Villalobos, Customer Service Representative (CSR), Cassie Leiva, CSR, Ashley Lopez, CSR, Danny Galindo, Stops and Zone Technician, and Linda Apodaca, Community Outreach & Special Events Coordinator.

## **CONSENT CALENDAR:**

The Executive Board adopted Consent Calendar agenda items 7-10.

Motion: Member Delach, seconded by Member Storing  
Vote: Unanimously carried

## **REGULAR AGENDA:**

### **PERFORMANCE INDICATORS REPORT – MARCH 2007**

Dietter Aragon, Transit Planner, provided a PowerPoint presentation covering Foothill Transit's March 2007 Performance Indicators report. Overall boardings increased 2.5 percent and total Fare Revenue increased 2.16 percent compared to March 2006 levels. Total Operating Expenses (\$79.20) are well below the Fiscal Year target of \$89.84 and schedule adherence registered at 84 percent. Schedule Adherence figures for March 2007 were lower than usual, however, the significant personnel requirement and service changes needed to implement the Silver Streak can be attributed to this decrease. Executive Director Barnes advised that SmartBus technology's ability to provide 'real time' monitoring of bus line performance/schedule adherence will assist in fostering efficient transit planning.

The Executive Board received and filed the March 2007 Performance Indicators Report.

Motion: Member Delach, seconded by Member Storing  
Vote: Unanimously carried

### **TRANSIT STORE QUARTERLY REPORT: JANUARY – MARCH 2007**

Araceli Lopez, Transit Store Operations Manager, reported that Transit Store sales for this quarter totaled \$1,330,890. Walk-In Traffic for all stores this quarter was 53,758 which is a decrease of 18 percent compared to the same quarter last year. Lastly, Transit Store Staff are donning new uniforms and positive feedback has been received thus far on the staff's new look. Executive Director Barnes reported the Claremont Transit Store lease has expired and preliminary discussions have begun regarding the best course of action to pursue for that particular store location.

The Executive Board received and filed the January – March 2007 Transit Store Quarterly Report.

Motion: Member Delach, seconded by Member Storing  
Vote: Unanimously carried

### **PROPOSED FISCAL YEAR 2008 BUSINESS PLAN (JULY 1, 2007 – JUNE 30, 2008)**

Kevin McDonald, Deputy Executive Director, reviewed Foothill Transit's Proposed Business Plan for FY 2008 as well as FY 2008 Performance Targets and Initiatives. Richard Hasenohrl, Director of Finance, reported Foothill Transit's 2008 budget is \$113 million and is balanced between revenues and expenses with an estimated 69.5 million in operating expenses, and \$43.5 million in capital expenses. David Stringer, Chairman, Administrative Advisory Committee, shared his comments regarding the proposed FY 2008 Business Plan. Mr. Stringer reported that the Administrative Advisory Committee met on April 5, 2007 and approved to recommend that the Executive Board adopt the proposed Business Plan as submitted.

In response to Member Fasana, Mr. McDonald advised that Proposition 1B funding will be used for improvements to the Irwindale Operations and Maintenance Facility, Foothill Transit's new Administrative Building, the Transit Oriented Neighborhood Program, and the purchase of replacement buses. Lastly, Executive Director Barnes reported that fare increases are not included in the proposed budget thus far.

The Executive Board recommended the approval of Foothill Transit's Proposed Business Plan and Performance Targets for Fiscal Year 2008 to the Governing Board.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

### **PROPOSED FARE CHANGES FOR FY 2008 THROUGH FY 2010**

Mr. Hasenohrl provided a PowerPoint presentation that covered Foothill Transit's proposed fare changes. In response to Members Fasana and Lantz, Executive Director Barnes reported implementing a 'premium charge' for customers that do not use the TAP/Smartcard can be used as a transitional measure to eliminate cash fares on

Foothill Transit buses. The permanent removal of all cash fares from bus lines would be difficult to implement but could be achieved gradually within one to two years.

Following discussion, the Executive Board opted not to conduct public hearings regarding fare increases in FY 2008 through FY 2010 until additional data and research can be considered for this course of action.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

### **CONTRACT AMENDMENT – CONSTRUCTION GENERAL CONTRACTOR SERVICES FOR THE NEW ADMINISTRATIVE OFFICES**

Bob Arthur, Director of Special Projects, reported that Change Order #112 in the amount of \$69, 881.00 is needed for the installation of a fire pump and all associated fittings, pipes, gauges, and valves required for installation at Foothill Transit's New Administrative Office as required by the approved fire inspection. In response to Member Delach, Mr. Arthur advised that occupancy at the new Administrative Office should occur on May 11, 2007 with an expected final completion date of May 23, 2007. Phyllis St. George, Steton Construction, reported all punchlist items are to be completed between May 11-23, 2007. Ms. St. George advised that Steton is confident in achieving the target completion date of May 23, 2007 and noted the crew members are working 10 hour days and weekends.

The Executive Board approved Change Order Request #112 totaling \$69,881.00 related to the installation of a fire pump and all associated fittings, pipes, gauges and valves required for installation of the pump at Foothill Transit's Administrative Offices in West Covina as required by the approved fire inspection; and Authorized the Executive Director to continue to approve future Change Order requests, not to exceed the previously approved cumulative value of \$150,000, that are related to unknown field conditions, City or County code conditions and/or field inspection requirements, and suspected errors and omissions in the project plans and specifications.

Motion: Member Delach, seconded by Member Fasana  
Vote: Unanimously carried

### **POSITION ON PROPOSED CHANGES TO THE FORMULA ALLOCATION PROCEDURE**

Executive Director Barnes informed the Executive Board on the latest status of the Formula Allocation Process (FAP). Mr. Barnes reported the FAP structure is cumbersome and often difficult to comprehend. He explained that 50 percent of the funding is allocated using vehicle service mile data, while the remaining 50 percent is allocated based on fare units. This fare unit amount is realized by dividing the Total Farebox Revenue by the Adult Local or Base Fare. This is intended to persuade

operators to keep their fares low while generating as much farebox revenue as possible. Unfortunately, Foothill Transit incurred a loss in fare revenue via the fare unit calculation method when base fare was increased from \$.90 to \$1.10. Ergo, Foothill Transit lost \$3.7 million in subsidy funding for FY 2006-07. Although the FAP was designed in order to keep fares low, the caveat is that there are presently 18 Municipal Operators competing for FAP funding. Member Fasana introduced a motion to remove the current FAP and replace it with a new formula. Under this new formula, funding would be allocated to transit operators based on vehicle service hours they deliver to the communities serviced. Additionally, transit operators would be able to adjust their fares based on their specific financial conditions and without the possibility of experiencing a funding reduction due to a fare increase. Lastly, Mr. Barnes requested Executive Board direction regarding potential changes to the FAP.

Following discussion, The Executive Board agreed to a moratorium regarding the proposed changes to the Los Angeles County Metro Formula Allocation Procedure until Metro's changes are finalized and made public.

Motion: Member Delach, seconded by Member Fasana  
Vote: Unanimously carried

### **BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENTS**

Executive Director Barnes advised that Foothill Transit's Annual Governing Board meeting will be held on Wednesday, May 2, 2007 at 5:00 p.m. at the Foothill Transit Board room.

### **ADJOURNMENT**

There being no further business, the Executive Board adjourned at 10:07 a.m.